



Washington State Society for Healthcare Engineering

Puget Sound Chapter Board Meeting

Friday, December 4, 2009, 8:00 AM, A.P. Barbara's, Lynnwood, Washington

Attendees:

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| X Bud McIrvin (President) | O Vacant (Education Committee Chair) |
| X Dan Clark (President Elect) | O Steve O'Connell (Outreach Comm. Chair) |
| X Russell Kent (Past President) | X Jim Fry (Associate Member Coordinator) |
| X Jim Mead (Secretary) | X Rob Pewitt (Member at Large) |
| O Bruce Holliday (Financial Consultant) | O Jason Ferguson (Member-at-Large) |
| X Gary Nevius (Treasurer) | X Tom Pittsenbarger (Education Comm.) |
| O Robert Blakey (Education Coordinator) | O Myra Gudge (Asst.Sec.) |
| | O Tom Kelley (Education Comm.) |
| | O Chad Johnson (Assoc. Memb. Coord.) |

Preliminary Discussion

- Minutes from last meeting (November) were approved.
- Treasurer report
 - Checkbook balance \$21,784.08. Still a couple of companies haven't sent in monies for golf. It turns out that their credit card information was not processed by AMI as they didn't get that information. Myra is pursuing the matter.
 - An additional \$2,100 came in from AMI for 2009 dues paid mostly at the Annual in Yakima.
- Secretary's report –
 - The final total for 2009 membership in the Puget Sound Chapter is 396! Another record year. 271 are Associate Members, 125 Full Members. We have 11 Full Membership awardees, and 2 are Retired Associate Members. A FM to AM ratio of 32%
 - **Pete Peterson Scholarship Fund**
 1. A check for \$7,335.19 will be written to the PPSF reflecting the proceeds generated by the golf tournament. This will be used in 2010 for scholarships to the two state conferences.
 - A discussion about getting the ability to process our own credit applications was held. Jim will look into getting us set up to reduce the amount of fees charged to the chapter and to speed up processing.

Defining Objectives:

- Define roles and responsibilities of board positions
 - Strategic Planning Meeting on November 12th discussed the upcoming year's goals. A follow up meeting was deemed necessary for further discussion. It will be held December 16 at Arnie's on the Edmonds waterfront.
 - The ballot for the new officer positions was collected and the membership has elected the two positions for President Elect and Treasurer. They are President Elect, **Robert Blakey** and Treasurer, **Gary Nevius**.

Standard Operating Objectives:

- Plan and execute periodic professional development sessions (Education)
 - **Future educational meetings.** Robert Blakey has created a "Call for Presentations" flyer that was sent out to all the members asking for "white" papers on presentations for the upcoming year 2010. The plan is to gather a list of potential topics so a calendar for the year can be created. The applications are due Nov 30. The education committee will devise the scoring and selection criteria by December 15 so the calendar can be established by January 1.
 - There are 10 slots for topics. The plan is to spread these topics into 3 half-day meetings, one all day meeting and perhaps one free webinar.
 - **Chad Johnson** and **Jim Fry** will be looking to provide sponsorships for these meetings. A long discussion about how to structure sponsorship opportunities so all Associate Members have equal access
 - We will be looking for venues for these meetings as well. Bud said that Providence Everett can host the webinar.
 - The education committee will consist of **Robert Blakey** (chair), **Ray Congdon**, **Tom Pittsenbarger**, **Tom Kelley** and **Rob Pewitt**.
- **7th Annual Golf Tournament recap**
 - The final report cannot be created until the last \$1,100 is collected from the credit slips that did not get processed for some reason. Assuming that is collected the profit going to the PPSF would be \$7,335.19
 - The total income would be \$38,871 and expenses are \$31,535.81.
- Plan and execute annual **Holiday Party**
 - It will be held at Glen Acres on December 9th. Now on the WSSHE website
 - **Russ Kent**, chair of the holiday committee, has 12 volunteers helping him organize the holiday party. There are 3 sub-committees formed: logistics, basket auction, and door prizes.
 - A no-host bar will be available for those choosing to have alcoholic beverages.
 - E-vite to be used for registration. RSVPs due December 1st.
 - The committee decided that **Puget Sound Blood Center** is the benefit from the basket auction. The three PSBC WSSHE members plan to attend.
 - Based on rsvp's received so far, there will be around 80 attending the party next week.

Next meeting: Friday, January 8, 2010, 8:00 AM, A.P.Barbara's Restaurant in Lynnwood

Minutes prepared by **Jim Mead**